From: gladwell4@aol.com
To: Donna Schwartz; Tiffany Alvarez; Monica Davis
Cc: Jesse Silva; Daniel Cohen; Eligio Lara
Subject: RE: Revised Records Retention Schedules - Police
Date: Tuesday, November 12, 2024 3:45:17 PM
Attachments: image001.png
How to Use Retention Schedules FY 24-25.pdf
Retention Legend - FY 24-25.pdf
CITY WIDE (Used by All Departments).pdf
Finance (Payroll, Treasurer, Utility Billing).pdf
Human Resources, Safety.pdf
Police.pdf

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Hi, Team,

Thank you, Tiffany for your excellent and thoughtful questions. My answers are in blue...

City-wide schedule

Retention No.	Records Description	Comments
CW-023	Personnel Files	No retention period listed – Human Resources is the Office of Record (OFR); I've attached HR's DRAFT schedule
	Discipline Records	Not listed ***refer to the attached PD's Lexipol policy 1013 and quick reference chart below*** Human Resources is the Office of Record (OFR); I've attached HR's DRAFT schedule
	Recruitment Files	Not listed – I use this category for our internal specialty/collateral assignment recruitments Human Resources is the Office of Record (OFR); I've attached HR's DRAFT schedule
	Time Sheets/Timecards	Not listed - the PD retains our original timecards. Finance does not want them due to volume. Your department does not use the Time Keeping Database used by everyone else? In Finance's schedule I've revised it to say "Excludes Police Department", and I've added it to your schedule in Administration as PD-013.5. Let me know if you want it moved.
	Travel Expense Records	Not listed – would this now be included in a different category? These are another type of Accounts Payable, and Finance is the OFR.

From Police schedule

Retention	Records Description	Comments

No.		
PD-001	Background Files – successful	
PD-006	Complaints from Members of the Public or Employees Without sustained finding of misconduct	I believe this needs to be separated out into two separate categories. The way it is proposed, it is combining two separate categories and giving them the same retention. We recently updated to Internal complaints = CL+4 whereas members of the public = CL+5 for not sustained misconduct. (refer to attached Policy 1013 and quick reference chart below) I've added it as PD-006.5. Most PDs just choose to keep them the same, since the 1 year difference is not worth the arguments that may result of a difference in policy
	Claim Files (provided to Attorney's Office)	Not listed – would this now be included in a different category? Our current retention is CL+2, as it's a copy of what we provided to CAO. Ex: "Confidential Department Report" – CAO requests our records of an event when they receive a Claim. Ex: Expedited Claims: Records from when we issue a handwritten check to resolve a complaint, via an Expedited Claim. Your file is always a copy. During an active claim or litigation, no original records may be destroyed (see sentences above the column headings for other Holds.
	Vehicle Records; DMV registration files	It's not listed specifically, so what would this category fall under in the new schedules? The City Clerk is the OFR for Vehicle Titles, the Registration goes in the vehicle, but Finance would be the OFR on the payment.

Also, there is varying retention amongst the Background file (successful) (PD-001) & training records (PD-015). The background is T+4 years but the training record is T+5 years. The retention is not listed for personnel files (CW-023), but our current schedule is T+4. It's odd that we would be able to destroy the personnel and background files at T+4, but have keep

the training records for an additional year (T+5).

These reflect different retention periods for different records. Your Personnel file should be a copy of what HR has, except for IAs.

If you want to keep background files for an extra year (make them 5 years the same as training,) just let me know.

From Policy 1013

Discipline Records in Personnel Files

AND

Investigation Files

Type of Complaint	Allegation	Finding	Retention	Citation
Internally Initiated Complaint	Misconduct	Sustained	CL+4	GC 12946
Civilian's Complaint	Misconduct	Sustained	CL+15	PC 832.5
Civilian's Complaint	Misconduct	Not Sustained	CL+5	PC 832.5

This is your opportunity to change your current policy….

Thanks!

Diane R. Gladwell, MMC
President, Gladwell Governmental Services, Inc.
Office 909.337.3516
Cell 951.288.7360 http://www.gladwellgov.org

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From: Donna Schwartz <dschwartz@cityofsantamaria.org>
Sent: Tuesday, November 12, 2024 11:33 AM
To: Tiffany Alvarez <talvarez@cityofsantamaria.org>; Monica Davis <mldavis@cityofsantamaria.org>; gladwell4@aol.com
Cc: Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>
Subject: RE: Revised Records Retention Schedules - Police

Diane, if you could address Tiffany's questions further down in the email thread, thank you.

Monica/Tiffany, once Diane address the questions, please resend an email with final approval. Thank you

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From: Tiffany Alvarez <talvarez@cityofsantamaria.org>
Sent: Tuesday, November 12, 2024 11:31 AM
To: Monica Davis <mldavis@cityofsantamaria.org>; Donna Schwartz <dschwartz@cityofsantamaria.org>; gladwell4@aol.com
Cc: Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>
Subject: RE: Revised Records Retention Schedules - Police

It is my questions have not been addressed yet.

Tiffany Alvarez / Administrative Assistant / ext. 2272

From: Monica Davis <mldavis@cityofsantamaria.org>
Sent: Tuesday, November 12, 2024 11:30 AM
To: Donna Schwartz <dschwartz@cityofsantamaria.org>; Tiffany Alvarez <talvarez@cityofsantamaria.org>; gladwell4@aol.com
Cc: Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>
Subject: Re: Revised Records Retention Schedules - Police

Hi Donna, I do not have any questions, and it can PD Records retention can be finalized.

Thanks,

Monica Davis, Records Supervisor

Santa Maria Police Department | 1111 W. Betteravia Rd.

(805) 928-3781 ext. 1916

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From: Donna Schwartz <dschwartz@cityofsantamaria.org>

Sent: Tuesday, November 12, 2024 11:22 AM
To: Monica Davis <mldavis@cityofsantamaria.org>; Tiffany Alvarez <talvarez@cityofsantamaria.org>; gladwell4@aol.com <gladwell4@aol.com>
Cc: Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>
Subject: RE: Revised Records Retention Schedules - Police

Thank you, Monica. Did all your questions get answered, if so, and you are finalizing the PD Records Retention Schedule?

From: Monica Davis <mldavis@cityofsantamaria.org>
Sent: Tuesday, November 12, 2024 11:19 AM
To: Tiffany Alvarez <talvarez@cityofsantamaria.org>; gladwell4@aol.com
Cc: Donna Schwartz <dschwartz@cityofsantamaria.org>; Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>
Subject: Re: Revised Records Retention Schedules - Police

Everything looks good for the Records Portion

Monica Davis, Records Supervisor

Santa Maria Police Department | 1111 W. Betteravia Rd.

(805) 928-3781 ext. 1916

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From: Tiffany Alvarez <talvarez@cityofsantamaria.org>
Sent: Thursday, November 7, 2024 4:57 PM
To: gladwell4@aol.com <gladwell4@aol.com>
Cc: Donna Schwartz <dschwartz@cityofsantamaria.org>; Monica Davis <mldavis@cityofsantamaria.org>; Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>
Subject: RE: Revised Records Retention Schedules - Police

Hi Diane – I went through the Admin items I mostly work with and have the following items for

discussion. Thank you!

From City-wide schedule

Retention No.	Records Description	Comments
CW-023	Personnel Files	No retention period listed
	Discipline Records	Not listed ***refer to the attached PD's Lexipol policy 1013 and quick reference chart below***
	Recruitment Files	Not listed – I use this category for our internal specialty/collateral assignment recruitments
	Time Sheets/Timecards	Not listed - the PD retains our original timecards. Finance does not want them due to volume.
	Travel Expense Records	Not listed – would this now be included in a different category?

From Police schedule

Retention No.	Records Description	Comments
PD-001	Background Files – successful	
PD-006	Complaints from Members of the Public or Employees Without sustained finding of misconduct	I believe this needs to be separated out into two separate categories. The way it is proposed, it is combining two separate categories and giving them the same retention. We recently updated to Internal complaints = CL+4 whereas members of the public = CL+5 for not sustained misconduct. (refer to attached Policy 1013 and quick reference chart below)
	Claim Files (provided to Attorney's Office)	Not listed – would this now be included in a different category? Our current retention is CL+2, as it's a copy of what we provided to CAO. Ex: "Confidential Department Report" – CAO requests our records of an event when they receive a Claim. Ex: Expedited Claims: Records from when we issue a handwritten check to resolve a complaint, via an Expedited Claim.
	Vehicle Records; DMV registration files	It's not listed specifically, so what would this category fall under in the new schedules?

Also, there is varying retention amongst the Background file (successful) (PD-001) & training records (PD-015). The background is T+4 years but the training record is T+5 years. The retention is not listed for personnel files (CW-023), but our current schedule is T+4. It's odd that we would be able to destroy the personnel and background files at T+4, but have keep the training records for an additional year (T+5).

From Policy 1013

Discipline Records in Personnel Files

AND

Investigation Files

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Civilian's Complaint	Misconduct	Sustained	CL+15	PC 832.5
Civilian's Complaint	Misconduct	Not Sustained	CL+5	PC 832.5

Tiffany Alvarez
Administrative Assistant / Santa Maria Police Department
1111 W. Betteravia Road / Santa Maria, CA 93455 / (805) 928-3781 ext. 2272 /
talvarez@cityofsantamaria.org

From: Tiffany Alvarez <talvarez@cityofsantamaria.org>
Sent: Monday, October 14, 2024 3:56 PM
To: Donna Schwartz <dschwartz@cityofsantamaria.org>; Tiffany Alvarez <talvarez@cityofsantamaria.org>; Monica Davis <mldavis@cityofsantamaria.org>; Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara <elara@cityofsantamaria.org>; gladwell4@aol.com
Subject: FW: Revised Records Retention Schedules - Police

Forwarding to include Monica Davis (mldavis@cityofsantamaria.org). Thank you!

Tiffany x2272

From: gladwell4@aol.com <gladwell4@aol.com>
Sent: Wednesday, October 9, 2024 12:00 PM
To: Donna Schwartz <dschwartz@cityofsantamaria.org>; Tiffany Alvarez <talvarez@cityofsantamaria.org>; Michael Davis <mdavis@cityofsantamaria.org>; Jesse Silva <jsilva@cityofsantamaria.org>; Daniel Cohen <dcohen@cityofsantamaria.org>; Eligio Lara

<elara@cityofsantamaria.org>
Subject: Revised Records Retention Schedules - Police

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Hi, Team,

Here are the revisions to your department's records retention schedule that we made in our meeting.

Please review and let us know if you would like any further changes, or if you approve of your department's retention schedule with the proposed changes.

All changes should be forwarded to our Project Manager, Donna Schwartz, and myself.

Attachments:

- How to Use Retention Schedules
- Retention Legend
- City-Wide (Used by ALL Departments)
- Your department's schedule (this is what needs your review / approval or edits.)

Thanks!

Diane R. Gladwell, MMC
President, Gladwell Governmental Services, Inc.
Office 909.337.3516
Cell 951.288.7360 http://www.gladwellgov.org

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-----Original Appointment-----
From: Donna Schwartz <dschwartz@cityofsantamaria.org>
Sent: Monday, October 7, 2024 12:27 PM
To: Donna Schwartz; Tiffany Alvarez; Michael Davis; Jesse Silva; Daniel Cohen; Eligio Lara; gladwell4@aol.com
Subject: Records Retention Update Project - Police
When: Tuesday, October 8, 2024 2:15 PM-3:15 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Microsoft Teams Meeting

Microsoft Teams Need help?

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Meeting ID: 217 901 804 249

Passcode: e74pgh

For organizers: Meeting options